



## **DEPARTMENT OF COMMERCE**

### **U.S. Census Bureau**

#### **Proposed Information Collection; Comment Request; Local Update of Census Addresses Operation**

**AGENCY:** U.S. Census Bureau, Commerce.

**ACTION:** Notice.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)).

**DATES:** To ensure consideration, submit written comments on or before (INSERT 60 DAYS AFTER PUBLICATION).

**ADDRESSES:** Direct all written comments to Jennifer Jessup, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6616, 14th and Constitution Avenue, NW,

Washington, DC 20230 (or via the Internet at [jjessup@doc.gov](mailto:jjessup@doc.gov)).

**FOR FURTHER INFORMATION CONTACT:** Direct requests for additional information or copies of the information collection instrument(s) and instructions to Robin A. Pennington, U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233 (or via the Internet at [robin.a.pennington@census.gov](mailto:robin.a.pennington@census.gov)).

## **SUPPLEMENTARY INFORMATION**

### **I. Abstract**

The U.S. Census Bureau developed the Local Update of Census Addresses (LUCA) Operation prior to the 2000 Census to meet the requirements of the Census Address List Improvement Act of 1994, Public Law 103-430. The Census Bureau will use information collected through LUCA to help develop the housing unit and group quarters (e.g., college dormitory, nursing home, correctional facility) address information that it will need to conduct the Decennial Census. LUCA is a voluntary operation for governmental units. Participating governments may review the Census Bureau's Title 13 U.S.C. confidential list of individual living quarters addresses and provide to the Census Bureau address additions, corrections, deletions, structure point coordinates, and road updates. Participating governments also may provide spatial and attribute updates for addresses and roads. Governments electing to participate in LUCA also provide contact information, certification of their agreement to maintain the confidentiality of the Census Bureau address information, responses regarding their physical and information technology security capability, product media preference information, shipment

inventory information, and certification of their destruction or return of materials containing confidential data.

LUCA will be available to tribal, state, and local governments, the District of Columbia, and Puerto Rico (or their designated representatives) in areas for which the Census Bureau performs a pre-census Address Canvassing Operation. A majority of governments will have some area that will be included in the Address Canvassing Operation. LUCA is available to legally defined federally recognized Native American and Alaska Native areas (including the Alaska Native Regional Corporations), states, governmentally active counties and equivalent entities, incorporated places, and legally defined Minor Civil Divisions (MCDs) for which the Census Bureau reports data. LUCA will occur between January 2017 and June 2020. LUCA comprises five stages:

- Advance Notice
- Invitation
- Address Review
- Feedback
- Closeout

#### ***Advance Notice***

The Census Bureau provides an advance notice package to all eligible tribal, state, and local governments. This package contains materials informing the eligible governments of the voluntary operation and provides instructions to update contact information and how to prepare to participate in the operation. This stage occurs between January 2017 and March 2017.

### ***Invitation***

All eligible tribal, state, and local governments receive an invitation package. This package provides information on how to register for the operation and instructions on how to designate a liaison, and allows governments to select the type of materials. Additionally, the invitation package provides information regarding the responsibility for safeguarding and protecting Title 13 materials. The Census Bureau will follow up and send reminder packages to governments that do not respond. This stage occurs between July 2017 and September 2017.

### ***Address Review***

Governments that elect to participate receive materials based on their selection from the invitation package. Governments have a maximum of 120 days from the date of receipt of materials to complete and submit their address and spatial updates to the Census Bureau. The Census Bureau will conduct follow up with letters, postcards, and phone calls to encourage timely submission of address and spatial updates. This stage occurs between February 2018 and May 2018.

### ***Feedback***

The Census Bureau will provide a feedback package to governments that participate in the operation. This package includes detailed information on the results of the address and spatial updates submitted during the operation. This stage occurs between August 2019 and October 2019.

### ***Closeout***

The Census Bureau provides a closeout letter to governments that participated in the

operation with notification to destroy or return Title 13 materials. The Census Bureau will also conduct follow up with letters and phone calls to ensure that Title 13 materials are destroyed or returned. This stage occurs between October 2019 and June 2020.

## **II. Method of Collection**

The information on LUCA contacts, certification of agreement to maintain the confidentiality of the Census Bureau address information, physical and information technology security capability, product media preference, shipment inventory, and certification of the destruction or return of materials containing confidential data is collected via the completion of electronic or printed forms.

### ***Address Updates***

The information collection on living quarters address additions, corrections, deletions, and address attribute updates, at the participating government's preference, can be submitted in the form of:

1. Digital data files output by the Geographic Update Partnership Software (GUPS), a desktop application supplied free-of-charge to LUCA participants to facilitate the review and update of Census Bureau address and map information;
2. Digital data files formatted to Census Bureau specifications; or
3. Handwritten annotations to printed-paper address listings and address locations on Census block maps (for governments with 6,000 or fewer addresses).

### ***Feature Updates***

The information collection on living quarters structure point coordinates, roads, and road attribute updates, at the participating government's preference, can be submitted in the form of:

1. Digital data shapefiles output by GUPS;
2. Digital updates to Census Bureau supplied shapefiles; or
3. Handwritten annotations on Census Bureau supplied paper maps.

### **III. Data**

*OMB Control Number:* 0607-XXXX.

*Form Numbers:* D-2001-Contact Information Update Form, D-2001-SP-Contact Information Update Form (Spanish), D-2002-Registration Form, D-2002-SP-Registration Form (Spanish), D-2003-Product Preference Form, D-2003-SP-Product Preference Form (Spanish), D-2003-SG-GIS Preference/County Selection Form (State Governments), D-2004-Confidentiality and Security Guidelines, D-2004-SP-Confidentiality and Security Guidelines (Spanish), D-2005-Confidentiality Agreement Form, D-2005-SP-Confidentiality Agreement Form (Spanish), D-2006-Self-Assement Security Checklist, D-2006-SP-Self-Assessment Security Checklist (Spanish), D-2007-Address List, D-2007-SP-Address List (Spanish), D-2008-Address List Add Page, D-2008-SP-Address List Add Page (Spanish), D-2009-Address Count List, D-2009-SP-Address Count List (Spanish), D-2010-Map Sheet to Block Number Relationship List, D-2010-SP-Map Sheet to Block Number Relationship List (Spanish), D-2011-Inventory Return Form, D-2011-SP-Inventory Return Form (Spanish), D-2012-Destruction or

Return Form, and D-2012-SP-Destruction or Return Form (Spanish).

*Type of Review:* Regular submission.

*Affected Public:* Tribal, state, and local governments.

*Estimated Number of Respondents:* 40,000.

*Estimated Time per Response:* 129.5 hours on average; will vary by population size of government.

*Estimated Total Operation Hours:* 5,180,000

*Estimated Total Operation Cost to Public:* \$146,127,800.

*Respondent's Obligation:* Voluntary.

*Legal Authority:* Title 13 U.S.C., Chapter 1, Subchapter 1, Section 16.

#### **IV. Request for Comments**

Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the

request for OMB approval of this information collection; they also will become a matter of public record.

Dated: June 27, 2016

**Glenna Mickelson,**

*Management Analyst, Office of the Chief Information Officer.*

**BILLING CODE: 3510-07-P.**

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